

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No.

SUBJECT: DCRA Vacant Building Referral Process.

EFFECTIVE DATE: December 19, 2007

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance bulletin recognizes that vacant buildings within the District of Columbia are a nuisance and detrimental to the health and safety of the citizens and visitors of the District of Columbia. This bulletin establishes the procedures by which all DCRA Commercial and Residential Inspectors and Investigators must make referrals of suspected vacant properties to DCRA's Vacant Property Unit (VPU).

SCOPE:

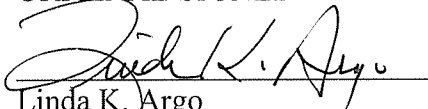
- Managers and supervisors are responsible for ensuring that commercial and residential inspectors and investigators are aware of this referral process and that they are expected to refer vacant buildings to the VPU.
- All current DCRA employees including part-time, temporary and term employees are required to follow these provisions.
- Contract workers who are employees of a vendor under contract with DCRA to provide regular, ongoing DCRA operational services are required to follow these provisions.

PROVISIONS:

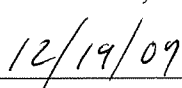
A Vacant Building is defined as "a building, or part of a building, which contains a dwelling or commercial unit, or a part of a building which is a dwelling or commercial unit, which has not been occupied continuously."

If an inspector or investigator identifies what appears to be a vacant residential or commercial building during the course of a routine inspection or investigation he or she must report such building to DCRA's Vacant Property Unit through an electronic mail (e-mail) or through a vacant property referral form located on the internet. Such buildings should also be reported in the RAPIDS or CPMS Computer Systems.

ORIGINAL SIGNED


Linda K. Argo
Director

December 19, 2007


Date